Town of Los Altos Hills

PROCEDURE FOR SEWER CONNECTION

1. DUTY TO CONNECT TO PUBLIC SEWER

Property owner is required to connect to public sewer if public sewer is available within 200 feet of the property line. (For Town's Residents only)

2. SEWER CONNECTION FEE

Count of plumbing Fixture Unit (FU) per Plumbing Code is required to submit by the applicant. Sewer connection fee is based on FU. Residential Users: one standard residential connection fee shall be assessed for maximum 60 FU calculated per Plumbing Code. One Standard Residential Connection Fee is $7,950.00. If FU is more than 60, sewer connection fee = Total FU divided by 60 times One Standard Residential Connection Fee.

3. REIMBURSEMENT FEE

If the property is listed as future user under the existing Reimbursement Agreements, the property owner shall pay the reimbursement fee as listed on the Reimbursement Agreement.

4. PLAN

Applicant is required to submit 3 sets of sewer connection plan designed by a Licensed Civil Engineer showing where the sewer lateral will be installed. The plan review deposit is required at the time of submittal. The plan will include:

- Count of Fixture Unit (FU) values by Architect or Engineer
- Property lines
- Existing sewer main on the street or in the easement
- Point and type of main and lateral connection, and invert elevation at the connection
- Distance between the sewer main and edge of pavement
- Sewer cleanout location

5. CONSTRUCTION PERMIT

- FU count per Town's Municipal Code Section 6-4 and Uniform Plumbing Code
- Connection fee minimum $7,950.00
- Construction Permit fee $545
- Street cut fee $9.50 per square foot of surface area being excavated (pathway $1.15/SF); $520 minimum
- Underground fee $15/LF of the trench, or $400, whichever is greater (for ROW out of pavement)
- Street cut deposit/bond, from $3,000 and up, depending on the size of the cut, and refundable if the street condition is to the satisfaction of the City Engineer. Upon the completion the work, 2/3 of the deposit will be returned and the balance returned after two-years warranty inspection.
- Plumbing Permit Application must submit with all fees to the Building Division.

6. INSPECTION

- The Town of Los Altos Hills will inspect any sanitary sewer installation within the public right of way (inspection deposit is required, from $400 and up).
- The Town of Los Altos Hills Building Official will inspect the sanitary sewer connection between the property line and the building.
- **Upon completion of the work, video test/inspection and report with tape or DVD is required.**

Note: The sewer main along Page Mill Road is owned by the City of Palo Alto (contact their Senior Engineer, Edward Wu, at 650-566-4512 for permit)

BUILDING SEWER MAINTENANCE

The Municipal Code of the Town of Los Altos Hills contains four sections, among others, which are pertinent to your sewer system concern.

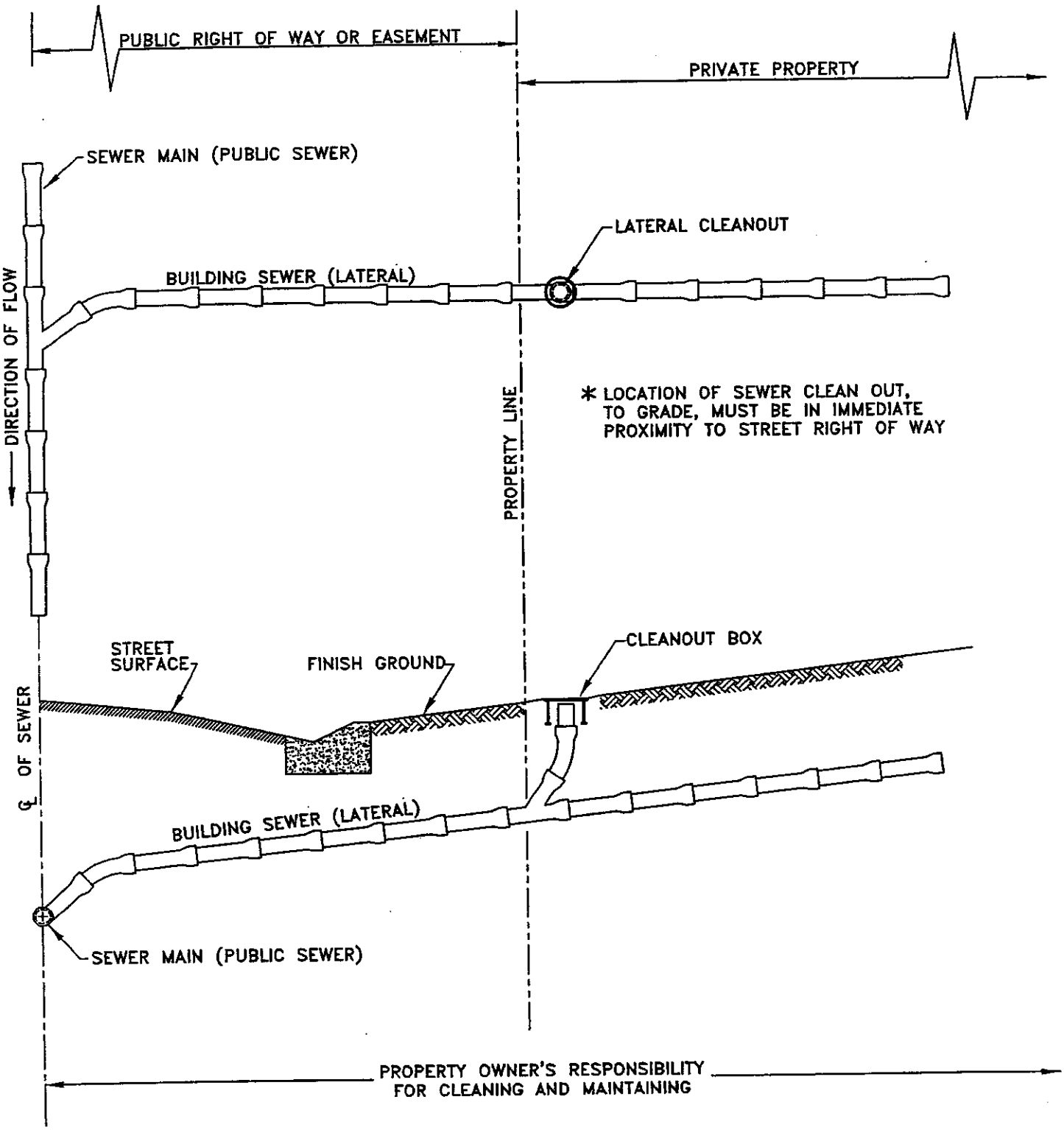
> Section 6-4.401(e) Building Sewer shall mean House Sewer.
>
> Section 6-4.401(u) House Sewer or Building Sewer shall mean the extension from the house drain to the public sewer or other place of disposal, which is not less than two (2) feet from any building or structure foundation or footing that faces the Public Sewer.
>
> Section 6-4.443(7) Building Sewer Maintenance. Maintenance of the building sewer (house sewer) shall be the responsibility of the owner of the property served.
>
> Section 6-4.443(9) Backwater Protection. If the lowest fixture or outlet in any building is below the rim elevation of the nearest manhole, clean-out, or riser upstream from the connection to the public sewer, a backwater valve or overflow device of an approved type shall be installed in the building sewer.

Section 835 of the California Government Code relating to "Absence of liability for injury except under statute: Liability as subject to statutory immunity and defenses" states that except as otherwise provided by statue a public entity is <u>not</u> liable for injury, whether such injury arises out of an act of omission of the public entity or a public employee or any other person. The section states that for a public entity to a liable for injury caused by a dangerous condition of property, the public entity must have "... had actual or constructive notice of the dangerous condition under Section 835.2 a sufficient time prior to the injury to have taken measure to protect against the dangerous condition." It is not reasonable to assume that the Town should be responsible for monitoring the root growth of its trees.

The Town of Los Altos Hills does not service lateral sewers. The Town will only check the main sewer if a plumber or roto rooter service verifies the <u>main</u> is plugged. If the Town tree's root system enters a lateral quite often it is due to misaligned or weakened sewer lateral joints that are leaking moisture into the subsoil.

Improperly maintained sewer laterals are the cause of a vast majority of sewer lateral damages. These damages are caused by tree roots entering the pipe causing it to become blocked. This condition typically occurs after laterals, through old age and shifts in the earth, experience a slight crack in the cement which seals the pipe joint. These cracks leak moisture and attract tree roots which enter the pipe through the crack and cause it to become blocked. Thus, damage results not by the force of protruding tree roots, but from old, worn laterals which have been improperly maintained. Many residents have found that after having the line cleared, regular maintenance doses of root inhibitive compounds are effective in preventing future root growth through the worn laterals. These products are available from hardware stores and root-rooter type companies.

Effective Date: October 16, 2005

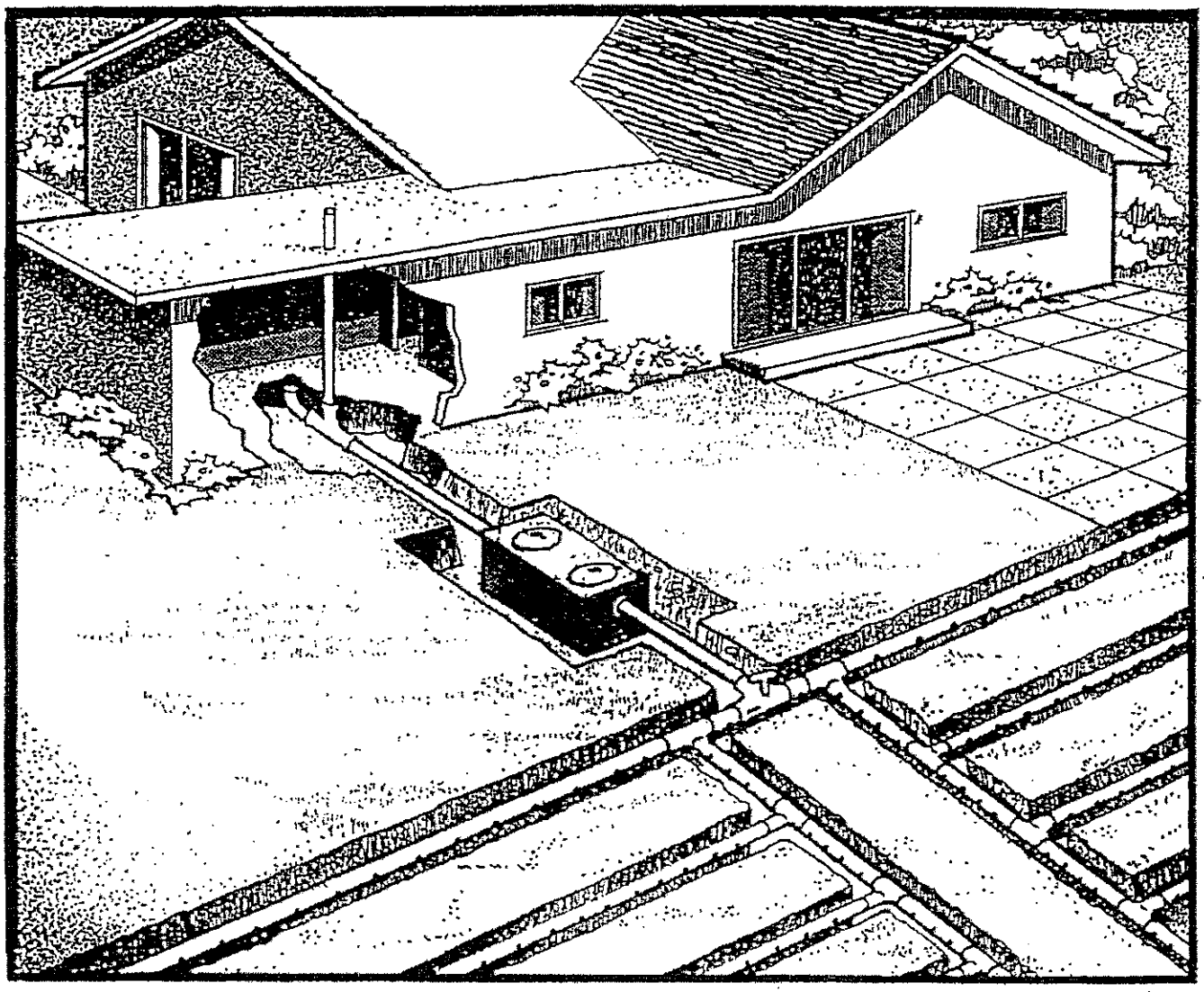


TYPICAL SEWER SYSTEM

TOWN OF LOS ALTOS HILLS

SEPTIC SYSTEM REQUIREMENTS FOR THE TOWN OF LOS ALTOS HILLS

BULLETIN "A"



SANTA CLARA COUNTY
DEPARTMENT OF ENVIRONMENTAL HEALTH

1555 Berger Dr., Suite 300
San Jose, CA 95112-2716
Phone 408-918-3400
FAX 408-258-5891
Web Site www.EHinfo.org

PURPOSE

This bulletin is compendium of Santa Clara County ordinance and policy provisions related to the design, permitting and installation of individual on-site sewage disposal systems. It is intended to provide the technical guidance for homeowners, designers and installers of on-site sewage disposal systems.

PERMIT REQUIREMENTS

A permit must be obtained from the Department of Environmental Health (DEH) to construct, reconstruct or repair an on-site sewage disposal system. Permits will only be issued in the Town of Los Altos Hills where a sanitary sewer is not available within 200 feet of the building. On-site sewage disposal systems cannot be used if soil conditions, topography, high ground water or other factors indicate that this method of sewage disposal is unsuitable.

To obtain a permit, four sets of the site plan showing the proposed sewage disposal system, and any required supporting documents, must be submitted to DEH for review and approval.

FEES

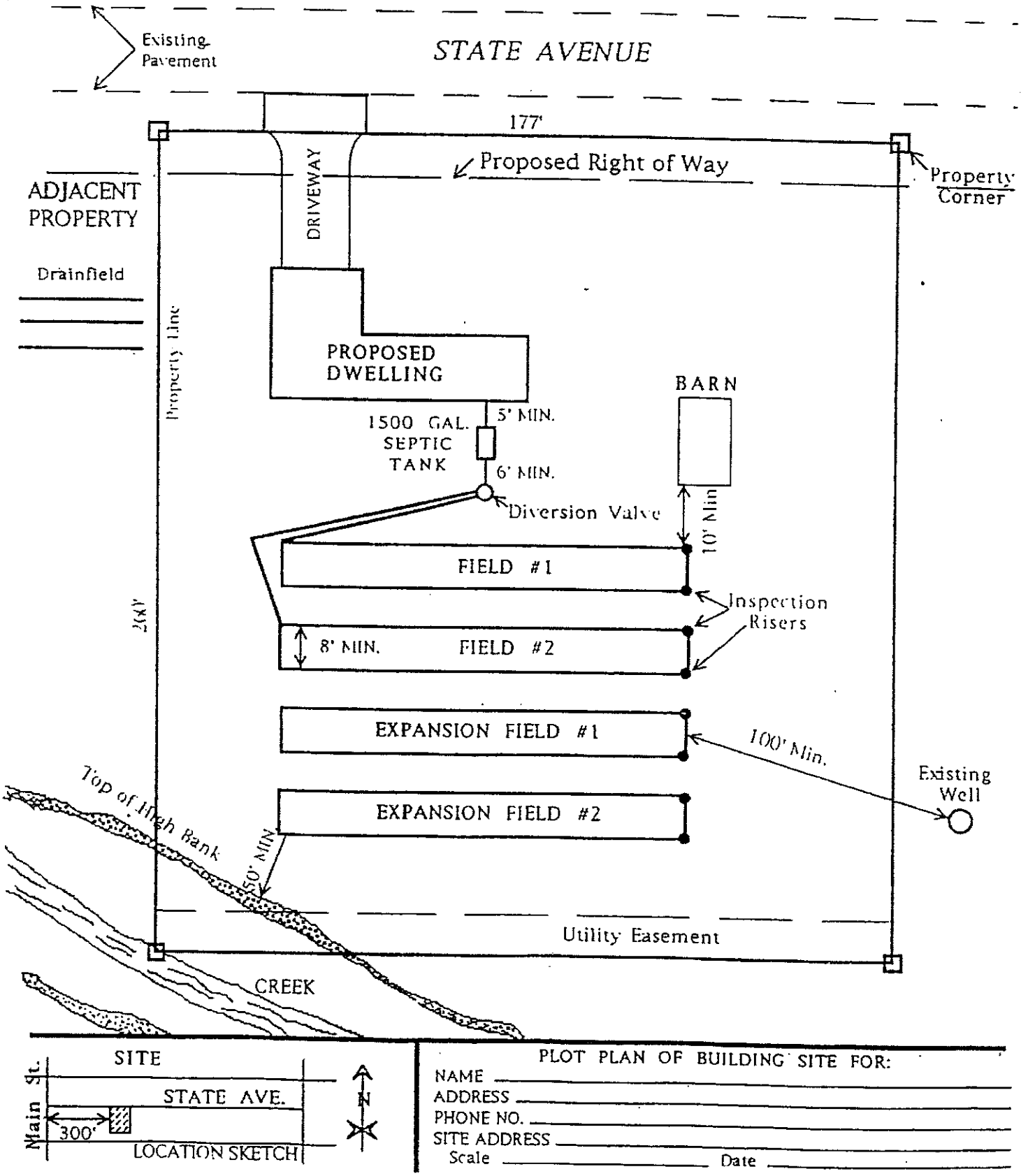
Fees, as prescribed by resolution of Santa Clara County Board of Supervisors, are payable separately to the Department of Environmental Health for services described throughout this bulletin.

SITE PLANS

Site plans must include the following information and details:

1. **Show all proposed and any existing sewage disposal systems drawn accurately to a scale of at least 1 inch = 20 feet. Large parcels must also show the entire site in a larger scale.**
2. **If the slope of the lot is less than 10% indicate direction and percent of slope with an arrow. If the slope exceeds 10% show elevation contour lines at 2 foot intervals.**
3. **Note the assessor's parcel number (APN), site address, Town file number (if applicable), and any subdivision, tract or lot numbers.**
4. **Show the North arrow and scale.**
5. **Show the location of all wells, springs, creeks, drainage swales or water courses on the property or within 100 feet of property lines.**
6. **Show all existing and proposed structures, driveways, culverts, patios, decks, paved areas, swimming pools, large trees, water lines, etc.**
7. **Show all existing and proposed cuts, slopes or embankments over 67%, slides and flood plain boundaries.**
8. Include the name, address and telephone number of the legal owner and/or applicant.
9. Show the name of adjoining property owners.
10. Show the property boundaries and their recorded lengths.
11. Show all recorded easements and right-of-ways and their purpose.
12. Indicate the name of the water company or otherwise indicate the domestic water source.
13. Show all existing or proposed sewage disposal systems within 100 feet of an existing or proposed well.
14. Show the location of all components of the sewage disposal system.

SAMPLE SITE PLAN



PLOT PLAN OF BUILDING SITE FOR:

NAME _____

ADDRESS _____

PHONE NO. _____

SITE ADDRESS _____

Scale _____ Date _____

DEVELOPMENT REQUIREMENTS

Land use and building permit applications are evaluated for adequate sewage disposal and water supply. Other conditions such as hazardous materials storage or use, illegal dumping or illegal uses may also be evaluated during field investigations. Evaluation/testing of any existing septic systems may also be required to determine condition and adequacy.

Fees are collected separately by the Department of Environmental Health (DEH) for all services.

Site Approval, Subdivision and Use Permits

A site assessment, soil profile and percolation test will be required for sites for which septic systems are proposed to determine feasibility and size of a system.

An approved water supply is required as a condition of approval for building sites, subdivisions and most use permits. Proof of adequate potable domestic water for subdivisions may be required prior to deeming the application complete if water availability is unknown or poor. Otherwise, proof of adequate domestic water supply is required prior to map recordation. Individual wells or water systems with up to 14 connections are regulated by DEH. The California Department of Health Services regulates all other water systems.

Building Additions and Accessory Structures

Minor building additions (up to 500 square feet)[3] and accessory structures (barns, detached garages, swimming pools, cabanas, etc.) are evaluated on an individual basis. The construction of an additional septic tank/drainfield may be required if the existing system is undersized, shows evidence of failure, consists of a cesspool, or if there is an intensification of use (usually an addition of bedrooms or family room).

Major building additions (over 500 square fee)[3] require that the septic system meet current standards. Current standards required at least a 1,500-gallon septic tank and a dual drainfield system and expansion area sized and sited to current code.

Building additions/accessory structures will not be approved where it would result in a reduction in the size of the drainfield or any required drainfield reserve area.

Secondary Dwellings

Each detached secondary dwelling must be served by a separate septic system that conforms to current code.

Septic System Sizing Criteria

Primarily the number of bedrooms and the ability of the soil to absorb water determine septic system sizing. Soil may be unsuitable for a septic system if it absorbs water too fast, or too slowly. Rooms that are designated other than bedrooms (e.g., bonus rooms, libraries, offices, etc.) may be counted as bedrooms if they are configured as such and have convenient access to full bathroom facilities.

Maximum Slope

The maximum slope on which a drainfield may be installed is 50%.

Pump Systems

Septic systems that require pumping of the effluent from the septic tank to the drainfield are generally allowed only where it is not feasible to develop a site with a gravity flow system. Pump systems must be engineered per the DEH Effluent Pump System Guidelines.

[3] Cumulative square footage since March 2, 1984.

SITE EVALUATION

In order to determine if an on-site sewage disposal system can be utilized, the Department of Environmental Health (DEH) must evaluate each site. The site evaluation consists of a site assessment, a soil profile trench and a percolation test.

Fees are collected separately by the Department of Environmental Health for all services.

Site Assessment A preliminary review of the physical features of the site, including slope of the land, proximity to cuts, steep slopes, drainage ways, wells, and other features that may limit the available drainfield area. Prior to conducting the assessment, an application/authorization for access form must be signed and a site plan must be provided to DEH. Following the assessment, a written report will be provided by DEH. The report will briefly describe any limitations to development of the site using an on-site sewage disposal system.

Soil Profile A soil profile typically consists of a backhoe excavation to at least 11 feet deep. DEH must be present during the excavation. The purpose of the profile is to 1) determine the suitability of the soils for on-site sewage disposal, 2) verify that there will be adequate separation between the bottom of the drainfield and bedrock, ground water or impermeable limiting soil strata. If there are site characteristics or historical documentation that a shallow ground water table is likely to occur during the rainy season a wet weather ground water investigation will be required. The investigation must be conducted during normal wet weather ground water conditions in accordance with DEH policy.

Percolation Test A percolation test is conducted to determine the size of the drainfield that will be required. DEH must be advised of the day and time of the test so that a portion of the test may be monitored.

Geotechnical Report (Slope >20%) If slopes in the drainfield area exceed 20%, a geotechnical report and complete engineered installation plan will be required. The report and plan must be prepared by a State Registered Civil Engineer, State Certified Engineering Geologist or a State Registered Environmental Health Specialist.

MAINTENANCE AND OPERATIONAL SUGGESTIONS

1. The solids that accumulate in the septic tank should be removed by pumping every 3-5 years to prevent their entering and clogging the drainfield. Licensed septic tank pumpers may be located in the phone book yellow pages or a list maybe obtained from the Department of Environmental Health.
2. The diversion valve setting should be changed annually to extend the life of the septic system
3. Garbage disposals should be used sparingly or not at all. Their use contributes to solids accumulation in the septic tank and results in the need for more frequent pumping.
4. The use of water softeners is not recommended in clayey soils. Sodium from these units may alter the soil chemistry and result in reduced drainfield efficiency, and possible failure. A system utilizing off-site regeneration is recommended. Any on-site regeneration water should drain to a subsurface rock filled sump.
5. Swimming pools or spas must not be drained or backwashed into the septic system. After ensuring water is free of disinfectants such as chlorine, algaecides or filter aids, such as diatomaceous earth water may be used for on-site irrigation. Cartridge filters should be used to avoid the necessity for backwashing. Filters can be rinsed clean in a laundry or janitorial sink.
6. Avoid planting trees in the drainfield or close to the septic tank. Their roots may invade the drainfield or septic tank and cause blockage of the system.

SITING REQUIREMENTS

Maximum Slope	Drainfields will not be approved on slopes that exceed 50%. Drainfields will only be approved on slopes over 20% with additional investigation (see Site Eveluation section).
Fill	Drainfields must be placed in native soil and no more than 1 foot of fill may be placed over the native grade.
Septic Tank & Diversion Valve	The tank and diversion valve must be located to be easily accessible for maintenance.
Depth of Soil	There must be at least 3 feet of dry permeable soil (no ground water, open fractured rock or impermeable soils) beneath the drainfield on sites with moderate percolation rates. Very fast percolation rates may require greater depth of soil beneath the drainlines.
Site Drainage	On-site drainage must be designed to discharge storm water below the drainfield.
Percolation Rate	Soil percolation rates must be between 1 – 120 minutes per inch.

MINIMUM SETBACKS (In Feet)

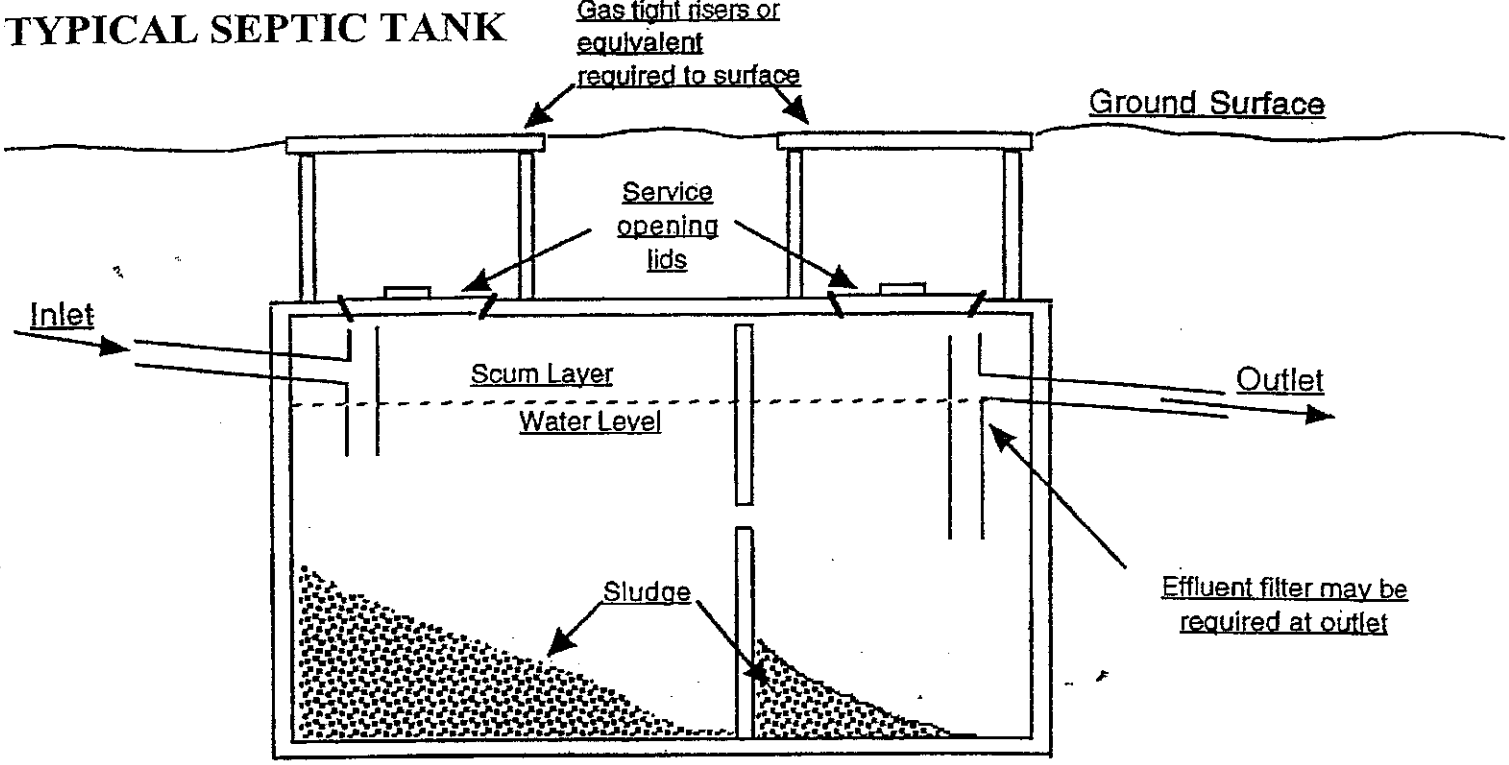
Measured From	To Septic Tank	To Leachfield
Foundation	5	10
Property Line[1], Swimming Pool, Domestic Water Line	10	10
Septic Tank	NA	6
Diversion valve	Max. 10 Ft. Reccomended	NA
Top of Cut Bank, Steep Slope (over 67%), Drainage Swale, Watercourse	50	50
Well	100	100
Reservoir	200	200
Easment or Right of Way	NA	5
Paved Surfaces	NA	5
Trees Over 18 Inches Diameter	NA	Minimum 15 Feet Reccomended

[1]No part of a septic system may cross a property line.

SEPTIC SYSTEM INSTALLATION REQUIREMENTS

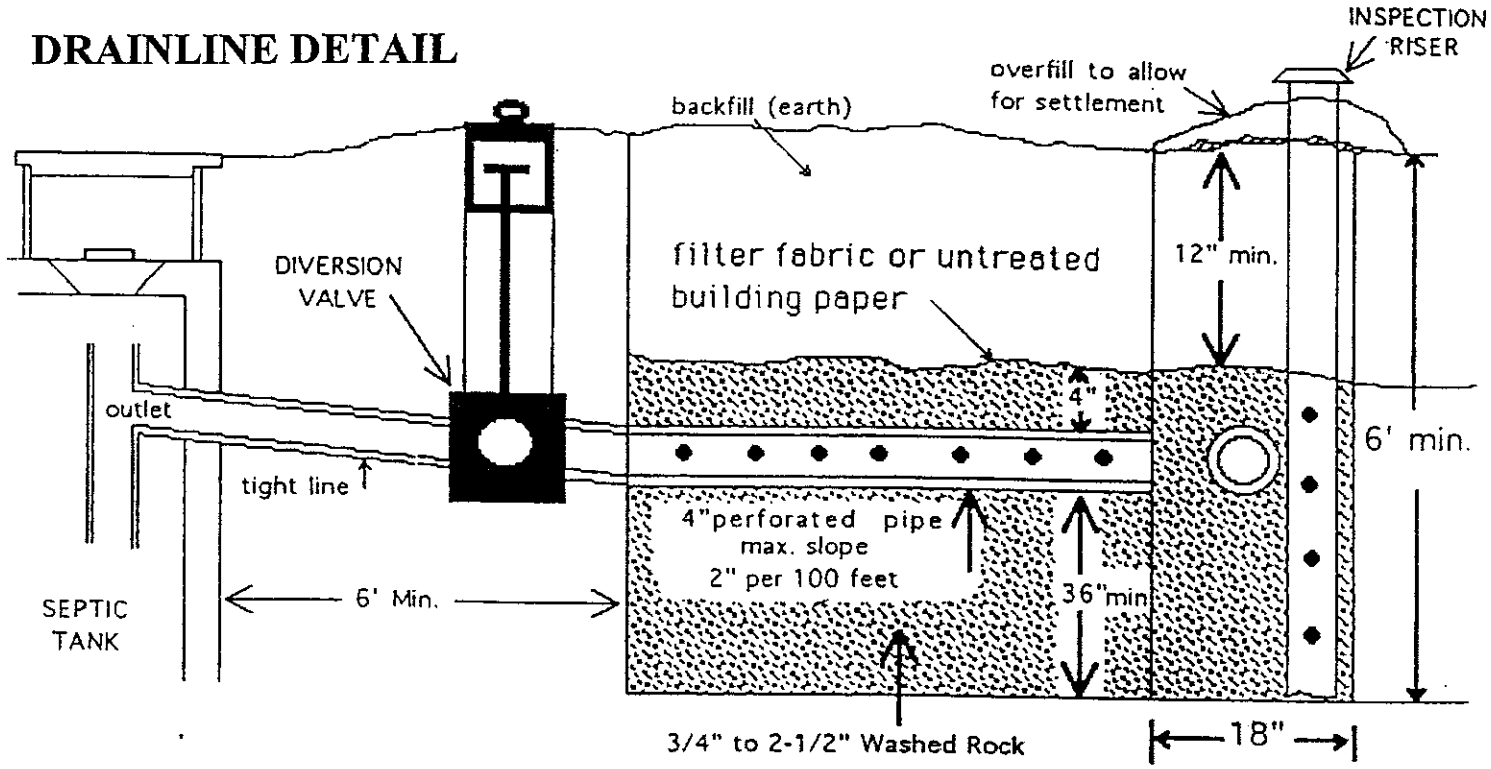
1. The approved septic system/site plan, stamped by the Department of Environmental Health (DEH) must be available on the job site.
2. The contractor must hold a class A, C-42 or C-36 contractor's license from the Contractor's State License Board of the State of California, and be registerd with DEH.
3. DEH must be notified at least 24 hours prior to starting work.
4. Trenches must not be excavated when the soil is so wet that soil compaction or smearing of trench walls occurs. Compaction and smearing are problematic in clayey sois and can cause reduced drainfield efficiency.
5. Septic system installation or repair work is prohibited between November 1 and April 1. Emergency repairs may be allowed with approval of an erosion control plan by the Town of Los Altos Hills.
6. No part of the septic tank or drainfield may be covered without approval from DEH.

TYPICAL SEPTIC TANK



Concrete tanks must be used, where possible. Alternative materials are approved on a site specific basis. The Department of Environmental Health (DEH)maintains a list of approved septic tanks.

DRAINLINE DETAIL

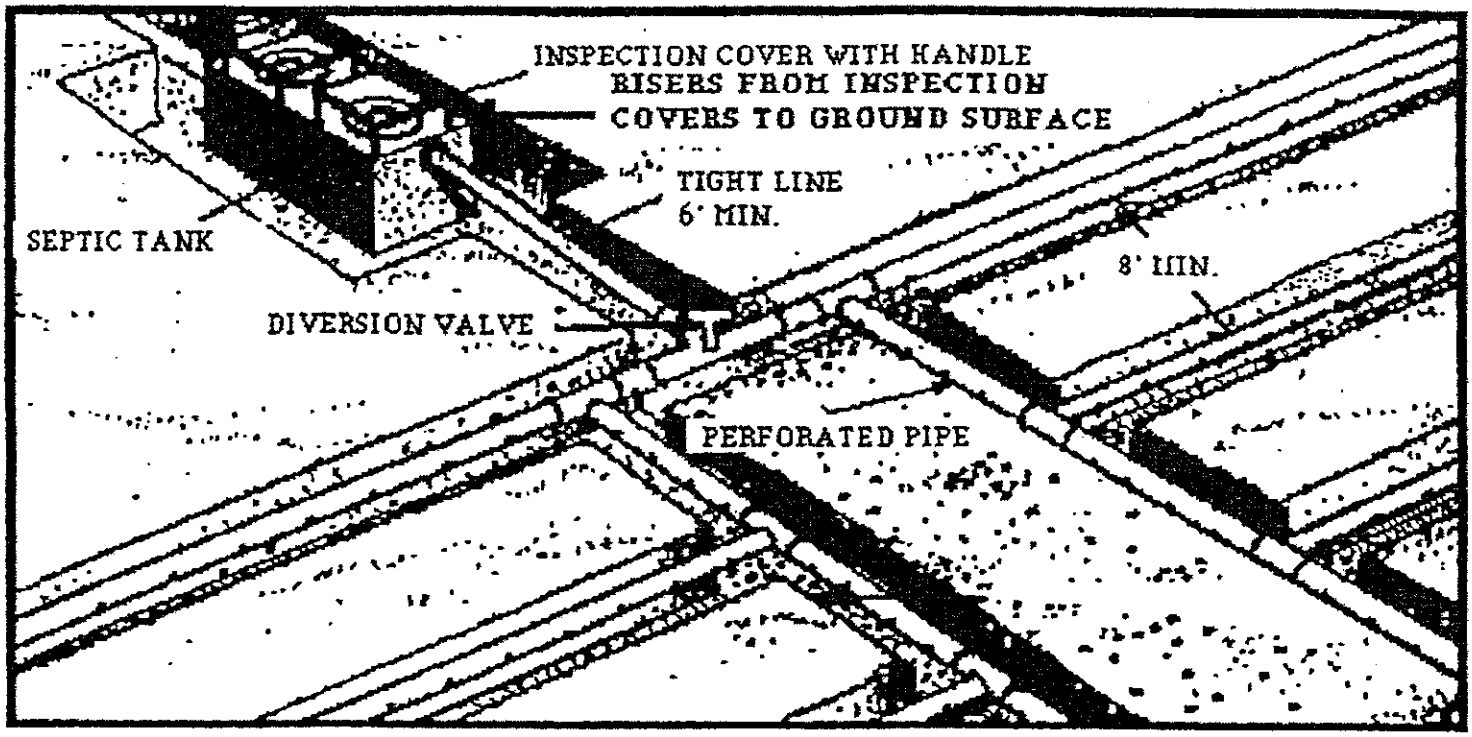


Two drainfields, each 50% of the total size required shall be installed and interconnected with an approved diversion valve. DEH maintains a list of approved diversion valves. An additional reserve area must be provided to allow for at least 100% future expansion of the disposal field.

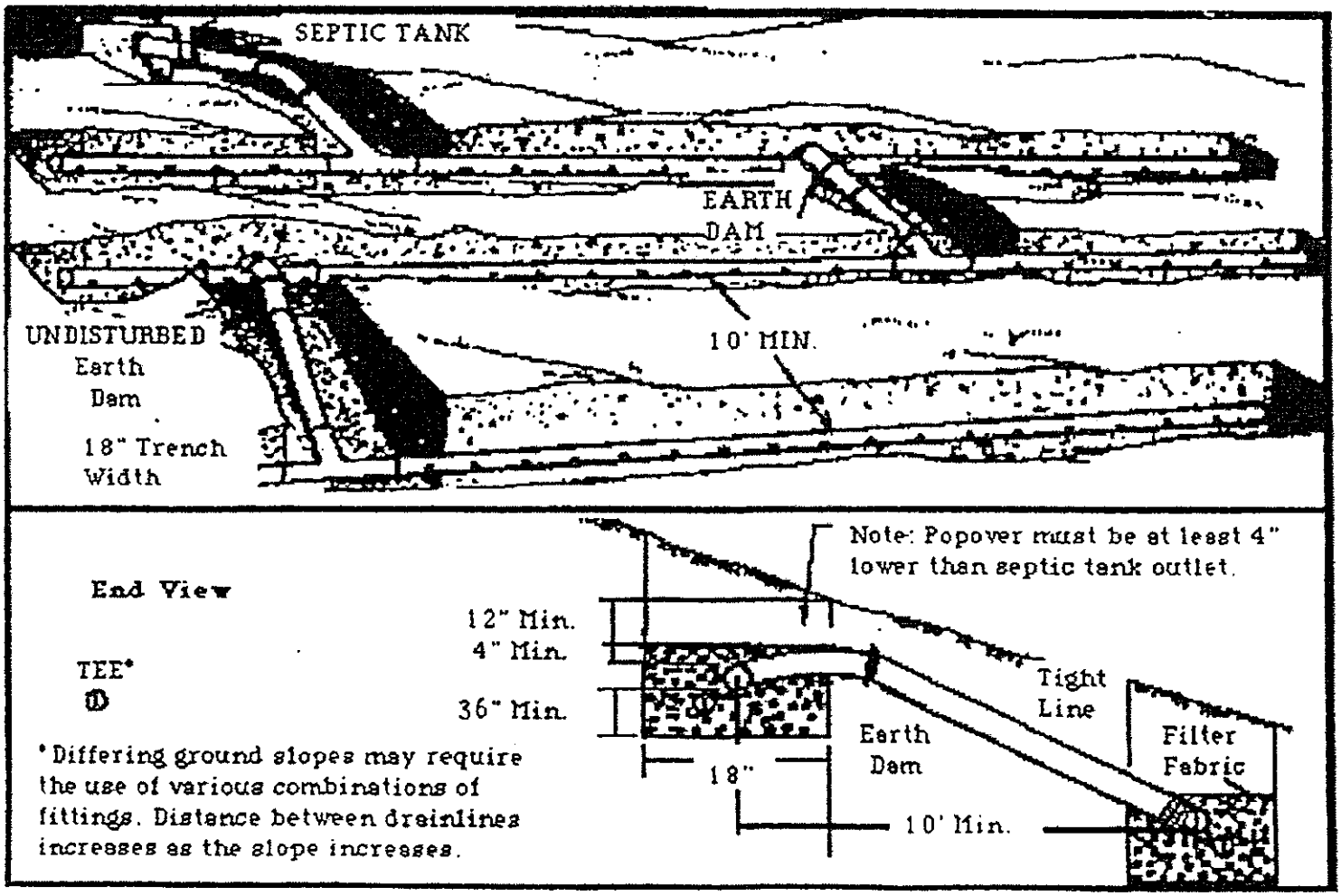
Drainline pipes must be of approved, perforated pipe at least 4 inches in diameter. The tightline from the septic tank to the diversion valve must be ABS or schedule 40 PVC joined with glue, cement or elastomeric seal to be water tight.

The drainline trench bottom must be level, at least 18 inches wide, with 36 inches of rock beneath the drainpipe and must be no deeper than 8 feet.

DRAINFIELD SYSTEM ON LEVEL LAND



DRAINFIELD SYSTEM ON HILLSIDE OR SOPING LAND



TOWN OF LOS ALTOS HILLS
GUIDELINES FOR RESIDENTIAL SERVICE DESIGN LOAD INFORMATIONS

COMPLETED BY:_____ DATE:_____

SERVICE ADDRESS:_____ PHONE:_____

WASTEWATER UTILITY: SEWER CUSTOMER DEMAND DATA TABLE-FIXTURE UNIT COUNTS
* FOR RESIDENTIAL ONLY *

FIXTURE TYPE	NO. OF FIXTURES	MULTIPLY BY FIXTURE UNIT	FIXTURE UNITS
BAR SINK		1.0	
BATHROOM SINK		1.0	
BATHTUB OR COMBINATION BATH/SHOWER		2.0	
BIDET		2.0	
CLOTHES WASHING MACHINE		3.0	
DISHWASHER		2.0	
HOT TUB/SPA		2.0	
KITCHEN SINK		2.0	
LAUNDRY SINK		2.0	
SHOWER HEAD (EACH HEAD)		2.0	
TOILET (GRAVITY TANK)		3.0	
WHIRLPOOL BATH OR COMBINATIONS BATH/SHOWER		2.0	
TOTAL FIXTURE UNITS:			

TABLE 7-3

Drainage Fixture Unit Values (DFU)

inch	mm
1-1/4	32
1-1/2	40
2	50
2-1/2	65
3	80

Plumbing Appliance, Appurtenance or Fixture	Min. Size Trap and Trap Arm[7]	Private	Public	Assembly[8]
Bathtub or Combination Bath/Shower	1-1/2"	2.0	2.0	
Bidet	1-1/4"	1.0		
Bidet	1-1/2"	2.0		
Clothes Washer, domestic, standpipe[5]	2"	3.0	3.0	3.0
Dental Unit, cuspidor	1-1/4"		1.0	1.0
Dishwasher, domestic, with independent drain	1-1/2"[2]	2.0	2.0	2.0
Drinking Fountain or Watercooler (per head)	1-1/4"	0.5	0.5	1.0
Food-waste-grinder, commercial	2"		3.0	3.0
Floor Drain, emergency	2"		0.0	0.0
Floor Drain (for additional sizes see Section 702)	2"	2.0	2.0	2.0
Shower single head trap	2"	2.0	2.0	2.0
Multi-head, each additional	2"	1.0	1.0	1.0
Lavatory, single	1-1/4"	1.0	1.0	1.0
Lavatory in sets of two or three	1-1/2"	2.0	2.0	2.0
Washfountain	1-1/2"		2.0	2.0
Washfountain	2"		3.0	3.0
Mobile Home, trap *[Not Adopted by HCD]*	3"	12.0		
Receptor, indirect waste[1,3]	1-1/2"		See footnote 1,3	
Receptor, indirect waste[1,4]	2"		See footnote 1,4	
Receptor, indirect waste[1]	3"		See footnote 1	
Sinks				
Bar	1-1/2"	1.0		
Bar	1-1/2"[2]		2.0	2.0
Clinical	3"		6.0	6.0
Commercial with food waste	1-1/2"[2]		3.0	3.0
Special Purpose	1-1/2"	2.0	3.0	3.0
Special Purpose	2"	3.0	4.0	4.0
Special Purpose	3"		6.0	6.0
Kitchen, domestic	1-1/2"[2]	2.0	2.0	
(with or without food-waste-grinder and/or dishwasher)				
Laundry	1-1/2"	2.0	2.0	2.0
(with or without discharge from a clothes washer)				
Service or Mop Basin	2"		3.0	3.0
Service or Mop Basin	3"		3.0	3.0
Service, flushing rim	3"		6.0	6.0
Wash, each set of faucets			2.0	2.0
Urinal, integral trap 1.0 GPF[2]	2"	2.0	2.0	5.0
Urinal, integral trap greater than 1.0 GPF	2"	2.0	2.0	6.0
Urinal, exposed trap	1-1/2"[2]	2.0	2.0	5.0
Water Closet, 1.6 GPF Gravity Tank[6]	3"	3.0	4.0	6.0
Water Closet, 1.6 GPF Flushometer Tank[6]	3"	3.0	4.0	6.0
Water Closet, 1.6 GPF Flushometer Valve[6]	3"	3.0	4.0	6.0
Water Closet, greater than 1.6 GPF Gravity Tank[6]	3"	4.0	6.0	8.0
Water Closet, greater than 1.6 GPF Flushometer Valve[6]	3"	4.0	6.0	8.0

1. Indirect waste receptors shall be sized based on the total drainage capacity of the fixtures that drain therein to, in accordance with Table 7-4.
2. Provide a 2" (51 mm) minimum drain.
3. For refrigerators, coffee urns, water stations, and similar low demands.
4. For commercial sinks, dishwashers, and similar moderate or heavy demands.
5. Buildings having a clothes washing area with clothes washers in a battery of three (3) or more clothes washers shall be rated at six (6) fixture units each for purposes of sizing common horizontal and vertical drainage piping.
6. Water closets shall be computed as six (6) fixture units when determining septic tank sizes based on Appendix K of this Code.
7. Trap sizes shall not be increased to the point where the fixture discharge may be inadequate to maintain their self-scouring properties.
8. Assembly [Public Use (See Table 4-1)].

TABLE 7-3
Drainage Fixture Unit Values (DFU)

inch	mm
1-1/4	32
1-1/2	40
2	50
2-1/2	65
3	80

Plumbing Appliance, Appurtenance or Fixture	Min. Size Trap and Trap Arm[7]	Private	Public	Assembly[8]
Bathtub or Combination Bath/Shower	1-1/2"	2.0	2.0	
Bidet	1-1/4"	1.0		
Bidet	1-1/2"	2.0		
Clothes Washer, domestic, standpipe[5]	2"	3.0	3.0	3.0
Dental Unit, cuspidor	1-1/4"		1.0	1.0
Dishwasher, domestic, with independent drain	1-1/2"[2]	2.0	2.0	2.0
Drinking Fountain or Watercooler (per head)	1-1/4"	0.5	0.5	1.0
Food-waste-grinder, commercial	2"		3.0	3.0
Floor Drain, emergency	2"		0.0	0.0
Floor Drain (for additional sizes see Section 702)	2"	2.0	2.0	2.0
Shower single head trap	2"	2.0	2.0	2.0
Multi-head, each additional	2"	1.0	1.0	1.0
Lavatory, single	1-1/4"	1.0	1.0	1.0
Lavatory in sets of two or three	1-1/2"	2.0	2.0	2.0
Washfountain	1-1/2"		2.0	2.0
Washfountain	2"		3.0	3.0
Mobile Home, trap *[Not Adopted by HCD]*	3"	12.0		
Receptor, indirect waste[1,3]	1-1/2"		See footnote 1,3	
Receptor, indirect waste[1,4]	2"		See footnote 1,4	
Receptor, indirect waste[1]	3"		See footnote 1	
Sinks				
Bar	1-1/2"	1.0		
Bar	1-1/2"[2]		2.0	2.0
Clinical	3"		6.0	6.0
Commercial with food waste	1-1/2"[2]		3.0	3.0
Special Purpose	1-1/2"	2.0	3.0	3.0
Special Purpose	2"	3.0	4.0	4.0
Special Purpose	3"		6.0	6.0
Kitchen, domestic	1-1/2"[2]	2.0	2.0	
(with or without food-waste-grinder and/or dishwasher)				
Laundry	1-1/2"	2.0	2.0	2.0
(with or without discharge from a clothes washer)				
Service or Mop Basin	2"		3.0	3.0
Service or Mop Basin	3"		3.0	3.0
Service, flushing rim	3"		6.0	6.0
Wash, each set of faucets			2.0	2.0
Urinal, integral trap 1.0 GPF[2]	2"	2.0	2.0	5.0
Urinal, integral trap greater than 1.0 GPF	2"	2.0	2.0	6.0
Urinal, exposed trap	1-1/2"[2]	2.0	2.0	5.0
Water Closet, 1.6 GPF Gravity Tank[6]	3"	3.0	4.0	6.0
Water Closet, 1.6 GPF Flushometer Tank[6]	3"	3.0	4.0	6.0
Water Closet, 1.6 GPF Flushometer Valve[6]	3"	3.0	4.0	6.0
Water Closet, greater than 1.6 GPF Gravity Tank[6]	3"	4.0	6.0	8.0
Water Closet, greater than 1.6 GPF Flushometer Valve[6]	3"	4.0	6.0	8.0

1. Indirect waste receptors shall be sized based on the total drainage capacity of the fixtures that drain therein to, in accordance with Table 7-4.
2. Provide a 2" (51 mm) minimum drain.
3. For refrigerators, coffee urns, water stations, and similar low demands.
4. For commercial sinks, dishwashers, and similar moderate or heavy demands.
5. Buildings having a clothes washing area with clothes washers in a battery of three (3) or more clothes washers shall be rated at six (6) fixture units each for purposes of sizing common horizontal and vertical drainage piping.
6. Water closets shall be computed as six (6) fixture units when determining septic tank sizes based on Appendix K of this Code.
7. Trap sizes shall not be increased to the point where the fixture discharge may be inadequate to maintain their self-scouring properties.
8. Assembly [Public Use (See Table 4-1)].

TOWN of LOS ALTOS HILLS
POLICY, PROCEDURES and GUIDELINES
SANITARY SEWER REIMBURSEMENT AGREEMENTS

Adopted June 7, 2001

Policy:

The Town of Los Altos Hills wishes to encourage the availability of public sanitary sewers for all Town residents in a fair and rational way. In order to facilitate this goal, the Town will enter into an agreement with property owners willing or required to construct public sanitary sewer infrastructure in order to reimburse those constructers for a fair share of the direct cost of construction collected from properties that directly benefit from that construction.

Reference:

Title 6, "Sanitation and Health"; Chapter 4 "Sewage"; Article 5, "Sewer Improvement Reimbursement "; Los Altos Hills Municipal Code

Procedures and Guidelines:

1) A Property owner, or legal entity, in the Town of Los Altos Hills may make application to the Town to enter into a Reimbursement Agreement. If Property Owners are outside the Town limits they must apply for annexation or an out-of-services agreement and work with LAFCo.

2) Applications for a Reimbursement Agreement shall include the applicant's name and address, two (2) sets of the approved, engineered plans for the construction, an engineer's estimate of the cost of construction (See 6 below, the estimated cost is only used as an indicator of the expected size of the project.), and a list of the proposed future users with supporting documentation. Supporting documentation may include a Town topographic map or a topographic map prepared by a licensed civil engineer for the area of the Reimbursement Agreement at the discretion of the City Engineer. (See 9 below).

After receiving and checking the submitted information, the City Engineer will meet with the Property Owner and provide any comments regarding the submitted information to the Property Owner.

Thereafter the City Engineer will send the Property Owner a letter confirming the Town's intent to enter into a Reimbursement Agreement with the Property Owner.

3) Reimbursement Agreements may be created retroactively for a period of 10 years after the date of construction and acceptance by the Town, upon submittal of the information indicated in 2) above. The Town will not collect reimbursement fees nor be responsible for connections made before the creation of the Reimbursement Agreement.

4) Reimbursement Agreements shall utilize a standard form agreement prepared and approved by the City Attorney. A blank standard form agreement is available to applicants for their information.

5) Reimbursement Agreements will only be submitted to the City Council for approval after the final project cost has been determined, the list of future users has been reviewed and approved by the staff and the construction has been accepted by the Town.

6) The final project cost shall include only the following items:

a) Design costs,
b) Construction costs,
c) Construction services such as construction inspection, compaction testing, and staking, etc,
c) Town and City of Los Altos permit fees,
d) Other documented Governmental Agency fees,
e) Attorney fees as required for the Reimbursement Agreement but limited to 5% of the final construction cost and supported by documentation,
f) Land acquisition costs limited to the appraised cost of the land as determined by a certified, Town approved property appraiser.

Interest and other costs shall not be included. In case of questions, the City Engineer will make the determination of applicability. Itemized invoices describing work performed shall be submitted to the City Engineer for review and approval at the completion of the project.

7) The properties included in the list of future users will generally be referred to as the Reimbursement Agreement Service Area and shall be approved by the City Engineer.

8) The term of a Reimbursement Agreement shall be 15 years.

9) Future users shall only include those properties that will directly benefit from the construction as follows. (Future users may include properties not currently within the Town limits.)

a) For gravity sanitary sewer mains, future users are all those properties that have frontage along the gravity sewer main and can connect directly, via a single lateral, to the gravity sanitary sewer main.

The minimum length of sanitary sewer main extension that the City Engineer will permit to be constructed in the public right of way shall be 200 lineal feet.

b) For public lift stations and force mains, future users shall be all of those properties within the basin that will need to use the lift station and force main for public sanitary sewer service

Lift stations with a service area of 25 properties or more, may be public and those with a service area of fewer then 10 properties shall be private. The determination of public or private status for lift stations with a service area of between 10 and 24 properties will be made by the staff on a case-by-case basis. Guidance for service areas may be obtained from the Lift Station Master Plan by Robinson and Associates, dated May 16, 2000.

c) The property of initial investors in a Reimbursement Agreement shall be included in the Reimbursement Agreement Service Area for the purposes of calculating reimbursement amounts but will be deemed to have paid the reimbursement amount by virtue of being an initial investor. A list of initial investors shall be submitted with the final project cost.

10) The Property Owner may, at the Property Owners option, extend the gravity sanitary sewer main past the Owner's property to include additional properties into the Reimbursement Agreement Service Area.

11) Reimbursable costs shall be apportioned equally to the properties in the Reimbursement Agreement service area. Should a lot in a service area be subsequently subdivided, each subsequent lot shall pay a prorated share of the original reimbursement amount upon connection.

12) The Town Engineering Department will maintain a list of all properties in approved Reimbursement Agreement service areas with assessor parcel numbers (APN), address, date of expiration of the Reimbursement Agreement and the reimbursement amount. A copy of this list shall be given to the Building Department and Finance Department each time the list is revised or at a minimum on June 30 each year. The Reimbursement Agreement list will be revised each time a new Reimbursement Agreement is approved or when an existing agreement has expired. On June 30th of each year the reimbursement amount on the list of properties shall be adjusted for the Construction Cost Index for the prior year.

13) Before issuing a Building Permit or a Plumbing Permit for a sewer connection, the Building Department will determine if the property is on the Reimbursement Agreement list and refer the prospective permittee to the Engineering Department for payment of any applicable reimbursement amount before issuing the permit. Likewise the Engineering or Public Works Departments shall check the list and collect the applicable reimbursement amount before issuing an Encroachment Permit for a sewer lateral connection.